ODP-9-6129
14 JUN 1979

MEMORANDUM FOR: Deputy Director for National Foreign Assessments
Deputy Director for Science & Technology
Deputy Director for Operations
DCI Administrative Officer
Director of Communications
Chief, Information Systems Analysis Staff, DDA

FROM   :   Bruce T. Johnson
Director of Data Processing

SUBJECT   :   Participation in the Agency-Wide ADP
Professional Standards Committee

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1. On 8 March 1979, the DDCI approved the recommendations contained in the task force report entitled, "Establishment of Agency-Wide ADP Professional Standards." Of specific interest is his approval of the recommendation that the Director of Data Processing establish a permanent Agency-wide committee on software engineering standards. The task force report provided sound and compelling evidence to support this recommendation. In keeping with that recommendation, it seems appropriate to invite the participation and support of those components represented in the original task force. Additionally, it would provide a good measure of continuity and momentum if those individuals who contributed to the task force could, at least in the beginning, participate on this permanent committee. A list of the original members is attached. (See Attachment A)   STAT

2. In addition to the original participating components, I have taken the liberty of inviting the Office of Security to participate on this committee. (See Attachment B) It seems especially fitting, as we strive to stengthen the areas of software security, that we consider the security issues as an integral part of our standards efforts.   25X1A   STAT

3. Again, I invite your cooperation and request that those identified to participate in this effort contact ____, the Deputy Director for Applications, or ____   25X1

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ODP-9-6127
11 June 1979

MEMORANDUM FOR: Director of Security

FROM : Bruce T. Johnson
Director of Data Processing

SUBJECT : Participation in the Agency-Wide ADP
Professional Standards Committee

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1. In August 1978, the Deputy Director for Administration tasked the Director of Data Processing to undertake a study on Agency-Wide ADP Professional Standards. Subsequently, a task force was formed with representatives from various parts of the Agency. The task force focused its study on the need for more professional standards in such areas as feasibility studies, requirements definition, specifications, and programming. The study was completed and the results forwarded to the DDA in February 1979. A copy of this report is attached.

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2. In summary, the report confirmed a need for more standardization and specifically recommended that the Director of Data Processing establish a permanent committee to perform this function. I have invited those organizations that contributed to the original task force to once again participate, this time on a permanent basis, in an effort to bring about the needed standardization.

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3. In addition, I would like the Office of Security to consider participation on a permanent basis and identify a representative to work on this committee. I believe those of us active in the ADP field are sensitive to the work that needs to be done to improve security in the software area and see participation by the Office of Security as a means to achieve this goal.

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4. Should you accept this invitation, please have your representative contact Mr. [ ] the Deputy Director for Applications, on extension [ ] for further information. I look forward to your active support.

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/s/ Bruce T. Johnson

Bruce T.

25X1

Attachment: As Stated

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Explanatory Notes

Subject: Self-explanatory - include ODP number if applicable.

Purpose: What will action accomplish, e.g., "Reply to letter from OMB," "Obtain DDA approval to spend $100M," "Comply with periodic reporting requirements," etc.

Action Officer: Name, organization, extension.

References: List of pertinent references. Copies should be attached in order listed.

Resource Package and Costs: Identify the Resource Package and total costs for each fiscal year if the action involves funds.

Routing: Who should see the action, whether for information, comment, concurrence, or signature/approval. The individual reviewing the action should initial and date where indicated. Place an "x" under the appropriate column for each component. If concurrences are contained on record copy of action, simply refer to the action.

Discussion: Narrative discussion of action - what led up to the action, why is it necessary, what do you want done. The pertinent references should be explained insofar as they relate to this action. If the action itself contains all this information, simply refer to the action.

Signature of Action Officer: Sign and date form.

Classification: Mark at the top and bottom of page, as appropriate.